

**Commonwealth of Massachusetts
Department of Fire Services
Contractor Jobs Continuous Postings**

**Coordinators
and
Instructors
for
MFA Training Programs**

Job Information:

Titles:	Coordinator and Instructors
Position Types:	Contractor
Full-time/Part-Time:	Part-time
Salary Range:	Coordinator \$23.88-25.21 per hour Instructor \$17.91-23.22 per hour
Shift:	Day
Number of Vacancies:	multiple
Confidential:	No
City/Town Location:	Stow
Facility Location:	Stow
Region:	Central*
Application Deadline:	none

* Instructors deliver training in *all* parts of the state.

Duties:

Coordinator

This position is responsible for the day-to-day management of all direct delivery and train-the-trainer training programs offered by the Department of Fire Services' Massachusetts Firefighting Academy. These programs are designed to train local fire service training officers, as well as fire service professionals in various aspects of fire safety, fire service, emergency response and homeland security. This position will be responsible for planning, organizing, directing and controlling all course delivery across the Commonwealth, including developing and monitoring the budget for the training programs, procuring and producing the materials and equipment for the training, and managing the logistics and scheduling of the training across the state. The Coordinator will be responsible for recruiting, developing and supervising all program instructors, including coaching and evaluating instructors. In pursuit of these responsibilities, the

An Equal Opportunity/Affirmative Action Employer. Women, minorities, veterans and people with disabilities are strongly encouraged to apply.

Coordinator will need to collaborate and build successful working relationships with all DFS' division managers and staff.

This position is responsible for preparing objectives for training program performance and monitoring performance against objectives. The Coordinator submits regular progress reports to and meets frequently with the Deputy Director of the Massachusetts Firefighting Academy. This position will be required to travel around the state and lift, carry and distribute training materials and equipment, such as cartons of training manuals and projectors.

Instructor

This position is responsible for course delivery and instruction in DFS training programs. The Instructor is responsible for preparing him/herself to teach the lessons, obtaining the necessary training materials and equipment, preparing the classroom for training delivery, explaining the course objectives and delivering instruction from prepared lesson plans and materials, conducting demonstrations and coaching students. This position is also responsible for administering any student, course and instructor evaluations related to the training program. This position will be required to travel around the state and use, lift, carry, distribute and collect training materials and equipment, such as cartons of training manuals and projectors.

Qualifications:

Coordinator

- Superior organizational skills with demonstrated ability to manage and prioritize multiple assignments and short fused deadlines.
- Ability to supervise.
- Extensive experience in the fire service.
- Certified Fire Instructor

Instructor

- Superior verbal communication and public presentation skills, with demonstrated ability to accurately and effectively present information.
- Several years of experience in the fire service.
- Certified Fire Instructor

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Preferred Qualifications:**Coordinator**

- Experience as a Chief Fire Officer.
- Bachelor's or Associate's degree in fire science preferred.
- Graduate of the National Fire Academy for Executive Fire Officers Program is highly desirable.
- Extensive fire service experience at command and control level.
- Certified Fire Instructor IV preferred.

Instructor

- Bachelor's or Associate's degree in fire science preferred.
- Certified Fire Instructor II preferred.

How to Apply:

Submit cover letter, a resume and an application to:

Human Resources

Department of Fire Services

P.O. Box 1025

State Road

Stow, MA 01775

Telephone: (978) 567-3146

Fax: (978) 567-3144

E-mail: Marilyn.Nieves@state.ma.us

Agency web address: <http://www.state.ma.us/dfs/>

Affirmative Action Officer: Mr. Thomas Leonard, (978) 567-3112

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